



SOLICITATION NUMBER: 20-17

ISSUANCE DATE: May 26, 2020
CLOSING DATE/TIME: June 26, 2020 @ 1230 hours

SUBJECT: Solicitation for a Chief Accountant (Financial Management Office, FSN-12) Cooperating Country National Personal Service Contractor (CCNPSC) (*Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Jason Bennett
Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 20-17
2. **ISSUANCE DATE:** May 26, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 26, 2020 @ 1230 hours
4. **POSITION TITLE:** Chief Accountant
5. **MARKET VALUE:** \$80,982 - \$117,422 USD equivalent to **FSN-12**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Zimbabwe. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Beginning o/a August 2020.
7. **PLACE OF PERFORMANCE:** **Harare**, with possible travel as stated in the Statement of Work.
8. **SECURITY CERTIFICATION: REQUIRED.**
9. **STATEMENT OF DUTIES:**

a. General Statement of Purpose of the Contract

Serves as the Chief Accountant in the Office of Financial Management for USAID/Zimbabwe and as expert and technical advisor to the USAID/Zimbabwe Controller and Senior Management. Reports directly to the Controller or his designee and oversees program and operational expense budgeting, accounting, payments, reporting, internal controls, and the development and implementation of procedures for the Mission. Directly supervises and is responsible for the career development of three staff. The Chief Accountant is a Phoenix Accounting System expert, providing input and recommends solutions for improvements and provides Phoenix on-the-job training to staff. The Chief Accountant is involved in policy revision and the implementation of financial management improvements on behalf of USAID/Zimbabwe and acts as the principal point of contact with the Office of Inspector General for financial operations matters.

USAID/Zimbabwe has a large and diverse unilateral assistance program including The President's Emergency Plan for AIDS Relief (PEPFAR), Presidential Malaria Initiative, (PMI) development assistance, Feed the Future, and Food for Peace programs.

b. Statement of Duties to be Performed

Management of Financial Operations – 50%

- The incumbent is responsible for the financial management of USAID/Zimbabwe, comprising an annual budget in excess of \$200 million. These funds are implemented through multiple major grants and contracts. The incumbent manages disbursements of approximately \$40 million per year.
- Prepares and implements the Mission's Operating Expense Budget and manages the level of USAID's share of the International Cooperative Administrative Support Services budget.
- Supervises the accounts payable function and the voucher examination for all payments to vendors of USAID/Zimbabwe.
- Supervises the efficient and effective operation of Phoenix (automated accounting system), Web based Time & Attendance, End to End Travel System, Agency Secure Image and Storage Tracking, and the cash reconciliation and suspense account, through the use of the electronic cash and accounting reconciliation tool.
- Maintains comprehensive accounting records for operating and program expenses, advances, payables, nonexpendable property, collections and budget allowance limitations. Oversees the reconciliation of fund balances with U.S. Treasury and U.S. Disbursing Offices.
- Supervises accounting and reporting of all dollar obligations, commitments and disbursements for USAID/Zimbabwe and oversees reporting to USAID/Washington.
- Analyzes the Mission's and outside clients' needs for financial information to ensure proper and sufficient reporting. Provides reports and financial management support and advice to all levels.
- Oversees the processing and development of pipeline analyses, including recommending de-obligation and decommitment of all excess funds. Performs quarterly suspense account review in accordance with USG policies and procedures.
- Leads USAID/Zimbabwe's financial statement audit in accordance with the Government Management Reform Act. Conducts the Mission's annual internal control assessment in accordance with the Federal Manager's Financial Integrity Act for the financial operations and ensures implementation of corrective actions.
- Responds to emergency requests, resolves problems and issues, and is authorized to make decisions relating to the integrity of financial operations and reporting.

Supervision and Management of Financial Management Staff – 25%

Directly supervises one Accounting Technician and two Voucher Examiners. The Chief Accountant acts as the lead FSN contact for the Controller and Deputy Controller on financial management operations. The supervision/management provided includes:

- Supervision and guidance to subordinates, ensuring that they fully understand and implement agency financial policies, and applicable laws and regulations.
- Creation and implementation of career development and training plans; quality control, and consistency among staff performance
- Formal and informal training sessions on accounting, internal controls and accounts payable concepts for Zimbabwe.
- Coaching and mentoring to staff.
- Long-term strategic planning of objectives for current financial management staff, as well as interviewing potential employees.

- Planning, organizing and scheduling work of subordinates. Prepares performance plans for subordinates, evaluates their performance, and provides career counseling when necessary.
- Compliance with USAID accounting, budgeting and systems policies and procedures - including quality control, consistency of performance, and integrity of financial transactions and reporting.
- Financial management support (temporary duty or virtual) to and from the missions to ensure proper coverage, on the job training, provision of guidance, evaluation and assessment of financial operations and recommends improvements to operations and systems.

Program Support – 15%

Ensures a robust process in determining the validity of recorded obligations and commitments, the Chief Accountant clears proposals to de-obligate/de-commit funds in order to achieve best use of USAID resources, including reallocation of residual resources. Provides guidance to team members in developing accrued expenditures for the entire portfolio.

Policies and Procedures Development – 10%

The Chief Accountant reviews, evaluates, updates, develops and ensures implementation and monitoring of the financial management procedures, policies, and internal controls/segregation of duties, clarification of ambiguous policy points, roles, and authorities and responsibilities for all functional areas of financial management of USAID/Zimbabwe, including developing flow charts, procedural narratives, written instructions/guidance, and draft mission orders

c. Supervisory Relationship

Supervision Received: The incumbent is supervised directly by the Controller or his/her designee and works closely but relatively independently with all United States Direct Hire supervisors.

Supervision Exercised: Directly supervises and evaluates one Accounting Technician and two Voucher Examiners. Responsible for providing guidance to all financial management staff in other mission offices.

10. AREA OF CONSIDERATION:

All Zimbabwean citizens or legal Zimbabwean permanent residents with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Zandile Goromonzi, e-mail at zgoromonzi@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's degree in Finance, Accounting, Economics, Commerce, or Business Management Administration is required.
- b. **Prior Work Experience:** A minimum of ten (10) years of professional financial management or budget and accounting experience with international development organizations is required.
- c. **Language Proficiency** Level IV language is required, demonstrated fluency in written and spoken English.

III. EVALUATION AND SELECTION FACTORS

Offerors who meet the basic qualifications will be rated and ranked according to the following job-related criteria. Top candidates will be invited for a written examination and an oral interview.

Job Knowledge (60%)

- Comprehensive and thorough knowledge of Zimbabwean, Non-Governmental Organizations (NGO) and donor agencies professional accounting principles, standards, theories, practices, procedures, and terminology. Familiarity with U.S. accounting principles, practices and procedures would be an advantage.
- In-depth knowledge of the Zimbabwean, NGO and donor agencies' accounting policies, procedures and reporting requirements, auditing standards, accounting system policies and procedures. Knowledge of U.S. Government accounting policies, procedures and reporting requirements, audit standards, and accounting systems would be an advantage.
- Familiarity with relevant U.S. Government Agencies (Government Accounting Office (GAO), Internal Revenue Service (IRS) and US Treasury) policies and regulations, contracting regulations and, requirements and conventions for U.S. Government financial and accounting systems.

Skills and Abilities (40%)

- An advanced level of supervisory, managerial, analytical and decision-making skills to lead and provide services to a wide range of clients.
- Ability to work effectively and independently without detailed guidance and oversight from supervisor.
- Ability to provide formal and informal training to staff at all levels.
- Ability to create and conceptualize innovative solutions to increase efficiency, improve customer service and meet changing work demands.
- Advanced ability to work under high pressure with tight deadlines.
- Demonstrated ability to work in a team environment with technical teams and senior management.
- Advanced skills using Google and Windows standard application of Docs/Word, Sheets/Excel, and Slides/PowerPoint is required.
- Advanced numerical and mathematical skills are required.

IV. PRESENTING AN OFFER

1. The application package should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:
 - a. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the targeted minimum qualifications. Failure to do this will result in you not being shortlisted.
 - b. A current resume relevant to the position (no more than 2 pages). Any other documentation that addresses the qualification requirements of the position listed above.
 - c. Please note: Applications should not be more than 1mb in size.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the email address in **Section IV item 1**. Questions can be directed to the Point of Contact in **Section I, item 11**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number **20-17 Chief Accountant (Financial Management Office)** in the subject line of the application e-mail and in the subject line of the application letter in the offer submission.
4. Selection Process: After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise, oral interviews, and reference checks.

A conditional letter offer will be extended pending medical and security clearances.

Applicants who fail to follow all the application requirements stated above will not be short-listed.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Fingerprint Card (FD-258)*

VI. BENEFITS/ALLOWANCES

Benefits and allowances will be communicated to the successful candidate.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>